

Residential Building Permits

Most residential construction requires a building permit. Some residential construction may also require the purchase of additional permits for installation of electric wiring, plumbing pipes or new fixtures, heating or air conditioning systems.

As a general rule, permits are required when you:

- erect
- construct
- alter
- repair
- improve, or
- convert any residence within the City of Austin City limits. Call the Addressing Department at 974-2797 to verify city limit status.

New Residential Construction or Additions 600 Square Feet or Greater

To apply for a permit for construction of a new home or for an 600 square foot (or greater) addition to your home, you must supply the following:

1. A completed Residential Building Application
2. One set of construction / floor plans
3. Three (3) copies of a plot plan, drawn to scale on paper no larger than 8 1/2" x 14". Faxed or reduced copies will not be accepted.
4. Foundation design with architect's and/or engineer's seal

1. The Application

The 3-page permit application calls for a range of information. The first page calls for specific lot information such as:

- Lot number
- Subdivision - including section and phase number
- Zoning category – staff can verify
- Lot size
- Job valuation
- Applicant contact information

The second page of the application calls for building coverage as well as impervious coverage. Generally, building cover is the square footage of the structure's foundation. Impervious cover includes the foundation **plus** items such as patios, driveways, sidewalks, existing sheds, etc. This section is fairly self-explanatory, but staff is available to assist you along the way. Applications are available on-line at www.ci.austin.tx.us/development/

2. The Plot Plan

The plot plan must show dimensions of all the following:

- Property lines
- Existing structures
- Flat work - concrete drives, patios, etc
- Easements
- Building setback lines
- Storm sewer inlets – if applicable
- Trees with trunks larger than 19" in diameter

3. Construction / Floor Plans

The plot plan and the floor plan must match.

Floor plans must detail the dimensions and placement of windows, doors, patios, decks, stairs, hand and guardrails, fixed glass, attic access, return air, furnace and water heater locations, smoke detectors, floor drains, required self-closing devices on doors, type of fireplaces with hearth depth and width, fire and draft separations, and plumbing fixtures and all appliances (including rough-in for future appliances). Plus, elevations showing height dimensions of the front, sides and rear of the proposed structure. **It is worth noting that for residential additions, you must provide floor plans of existing as well as proposed construction.**

If the house is on a septic tank, please show proof of permit from Water Utility. If you are providing service to an addition on septic, you must have Water Utility approval. You may contact the On-Site Sewer Facility (OSSF) at (512) 972-0207.

Residential Additions 600 Square Feet or Less

1. A completed Residential Building Application
2. Additions to existing houses which are less than 600 square feet require:
 - Three (3) copies of a scaled plot plan
 - A floor plan of the existing house **and** the proposed addition. (Reduced or faxed copies are not accepted. Foundation plans with an architect's or engineer's professional seal shall be required in the field.)
 - Foundation design with architect's and/or engineer's seal
3. The fee is based on the square footage of the addition

Remodel, Repair, Alterations

Provide the following information for any request to remodel, repair, or to make alterations to a house:

1. A Residential Building Application indicating:
 - The cost of the work including labor and materials for building, electrical, mechanical, and plumbing work.
 - Three (3) copies of the plot plan are required on paper no larger than 8 1/2" X 14". (Reduced or faxed copies are not accepted.)
 - The fee is based on the dollar valuation of the remodeling work.

What Happens After My Application is Approved?

Once your application is approved, you may pay for it at the same location it was submitted. Just ask the reception staff on the 2nd floor to sign you up to see a Permit Technician in the Permit Center They will issue the permit and provide instructions for scheduling all residential inspections. No credit cards are accepted for payment.

Review Times

If your submittal is complete, the review will be conducted based on the following time frames. You will be notified when the plan has been approved.

New construction and additions: 7 days
Remodeling: 2 days

The Zoning Review Department strongly encourages applicants to provide detailed and accurate information when submitting an application for a building permit.

We understand the process can be at times overwhelming, especially if this is your first time! However, we assure you we are here to help facilitate the processing of your development in a fair, timely, and accurate manner.



06/30/05 revised

Residential Zoning Reviewers

Available for walk-in customers
Monday thru Friday 8:00 a.m. to 1:00 p.m.

Main No: (512) 974-2747
Fax No: (512) 974-6536

Watershed Protection and Development Review Department

**One Texas Center 2nd Floor
505 Barton Springs Road
Austin, Texas 78704**

Mailing Address:

**P. O. Box 1088
Austin, Texas 78767-8810**

The City of Austin is committed to compliance with the Americans With Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance call 974-2384

Requirements For Residential Building Permits



Watershed Protection and Development Review Department